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PROCEDURE TRANSMITTAL

NOTICE

EXPENDITURE DOCUMENTS: Both allotment numbers and codes must be stamped on all memorandum copies and not on the original of expenditure documents, including vouchers, requisitions, purchase orders, shop requests, bills of lading, requests for personnel action, and so forth. Vouchers covering expenditures to be charged against more than one allotment must show the amount chargeable to each. Failure to indicate this information may result in the return of the documents, causing delay in payment.

INSERTIONS

LIBRARY
CURRENT SERIAL RECORD
SEP 12 1945
U.S. DEPARTMENT OF AGRICULTURE

OMS INS. 314.2
7-27-45

"COMPETITIVE AREAS FOR REDUCTIONS IN FORCE": This Instruction sets forth approved competitive areas on the basis of which reductions in force, when necessary in OMS, will be carried out.

OMS INS. 530.2

"REQUEST FOR SPECIAL PAYROLL FOR NEW FIELD EMPLOYEES": This Instruction provides procedure for requesting special payrolls for new field employees who are in need of their pay immediately after the end of a pay period. This instruction should be called to the attention of each Recording Officer. Additional copies may be secured from the Administrative Services Division in Washington.

FORM AD-504
8-2-45

"NEW APPOINTEE'S REQUEST FOR SPECIAL PAY ROLL": A supply of this Form may be obtained from the Administrative Services Division in Washington, or from the Area Administrative Services Offices. This Form's Exhibit, dated 8-2-45, supersedes the exhibit of AD-504 distributed with Procedure Transmittal No. 7 on March 16, 1945.

FORM OMS-425
8-2-45

LICENSE CARD: This Form is issued by the Grain Products Branch to licensees (other than employees of the Department of Agriculture) authorized to inspect and certify the class, quality, and condition of commodities. This Form supersedes Forms GFSB-117 and GFSB-118, existing stocks of which shall be destroyed.

FORM OMS-426
8-2-45

LICENSE CARD: This Form is issued by the Grain Products Branch and the Dairy and Poultry Branch to licensees (other than employees of the Department of Agriculture) authorized to perform the service indicated on the back of the card. This Form supersedes Forms FDA-663 and OMS-277 (formerly FDA-41), existing stocks of which shall be destroyed.

INSERTIONS - Cont'd

FORM OMS-427
8-2-45

IDENTIFICATION CARD: This Form is issued by the Fruit and Vegetable Branch, the Grain Products Branch, the Dairy and Poultry Branch, and the Livestock and Meats Branch to employees of the Department of Agriculture authorized to investigate and certify the class, quality, and condition of commodities. This Form supersedes similar unnumbered card, existing stocks of which shall be destroyed.

FORM OMS-428
8-2-45

LICENSE CARD: This Form is issued by the Fruit and Vegetable Branch to licensees (other than employees of the Department of Agriculture) authorized to inspect and certify the quality and condition of commodities. This Form supersedes Form FVB-90, existing stocks of which shall be destroyed.

P.T. NO. 21
7-26-45

"CHANGES": To the Change Notice on OMS Instruction 138.1, "Obtaining and Accounting for Government Requests for Transportation," add "should be changed to AD-519."

CHANGES

OMS INS. 112.1
7-16-45

"ORGANIZATION OF STAFF DIVISION AREA OFFICES": On page 1, paragraph II, after "within the area" add "--Puerto Rico is included in Area 1 and the Territory of Hawaii is included in Area 3--"

OMS INS. 313.A
Rev. 5-29-45

"PROMOTIONS": The entire paragraph III of this Instruction was superseded by OMS Instruction 313.2, "Pay Increases for Especially Meritorious Service," and should be deleted.

OMS INS. 310.6
5-29-45

"FIELD PERSONNEL ACTIONS - GRAIN PRODUCTS BRANCH": In paragraph IV, on page 1, in the column headed "Location," delete "Albany," and in the column headed "Area of Responsibility," delete "Albany" where it is now shown and write in "Albany" under "Hoboken, N. J." On page 4, in the column headed "Area of Responsibility," under "Spokane" write in "Moscow, Idaho."

OMS INS. 318.3
5-25-45

"TIME AND ATTENDANCE REPORT - WASHINGTON": On page 2, paragraph II D 2 d, add "instead of initialing in the block under the absence."

OMS INS. 318.5
6-13-45

"TIME AND ATTENDANCE REPORT - FIELD": On page 2, paragraph II D 2 d, second line, after "reverse," add "instead of initialing in the block under the absence."

Personnel
Employment
Separation

I PURPOSE

This Instruction sets forth approved "competitive areas" on the basis of which reductions in force, when necessary in OMS, will be carried out.

II DEFINITIONS

A Competitive Area - Is a geographical area within which all employees at the same competitive level are considered to be in competition for reduction-in-force purposes, except as provided for in special assignments.

B Class - As used in the table means a group of positions which are sufficiently similar in respect to their duties and responsibilities that -- (a) the same requirements as to education, experience, knowledge and ability are required of incumbents, and (b) the same tests of fitness are used to choose qualified appointees.

C Grade - Means all the employees in the same classification grade; that is, P-2, CAF-7, CPC-3, and so forth. Employees in different grades fall in different "competitive levels" as indicated by the classification grade to which their positions are allocated.

D Jurisdictional Area of Delegated Employment Authority - Means that all employees in the same grade and class within a given area of OMS operations are in the same "competitive area" even though a particular local office or station may be located outside of the geographical OMS area. Such cases usually involve an outlying sub-office or sub-station under the supervision of a main office or main station within the geographical OMS area.

III COMPETITIVE AREAS

A Departmental -

Area	Competitive Groups
I District of Columbia	All personnel by class and grade.

B Field -

Area	Competitive Groups
I Beltsville, Maryland	: All personnel by class and grade.
II Nation-wide	: Area Personnel Officers, Area Administrative Services Officers, and Area Fiscal Officers of the same class and grade; and all other positions, by class and grade, CAF-12, P-5 and above, excluding tobacco activities covered in V below.
III Area-office	: All positions, by class and grade, CAF-5 and above, in the Area Personnel, Administrative Services, and Fiscal Offices, except positions covered in II above.
IV Area-wide (Jurisdictional Area of delegated employment authority)	: All positions, by class and grade, SP-6, CAF-5, and P-1, through SP-8, CAF-11 and P-4, inclusive, except positions in the Area Personnel, Administrative Services, and Fiscal Offices covered in II and III above and positions in tobacco activities covered in V below.
V Type District-wide (A) Burley (B) Flue-cured (C) Fire-cured (D) Va. Sun-cured & Va. Fire-cured	: All technical positions, by class and grade, in tobacco activities (inspection and grading), CAF-5 and above, including trainees for all such positions in CAF-3 and CAF-4.
VI Local Commuting (Jurisdictional Area of delegated employment authority)	: All positions, same class and grade, in CPC Grades, SP-5 and CAF-4 and below, with the exception of tobacco trainees in CAF-3 and CAF-4.

Fiscal
Pay Rolls
General

I PURPOSE

Because of the delayed pay day plan now in effect, special pay rolls may be processed immediately after the end of the pay period for new appointees in urgent need of their pay.

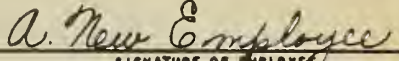
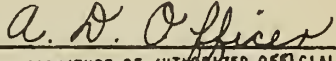
II AUTHORITY

Recording Officers, designated in Exhibits to OMS Instruction 318.4, are hereby delegated the authority to sign Forms AD-504, "New Appointee's Request for Special Pay Roll."

AD-504

III REQUEST

When a new employee is in need of his pay immediately after the end of his first pay period, the Recording Officer shall fill in a Form AD-504 in an original only, sign it as "authorized official," have the employee sign in the space "Signature of Employee," and transmit the executed form to the Area Fiscal Office.

FORM AD-504 2-9-45 UNITED STATES DEPARTMENT OF AGRICULTURE NEW APPOINTEE'S REQUEST FOR SPECIAL PAY ROLL		NAME OF EMPLOYEE A. New Employee	
		NAME OF BUREAU OMS	
FOR THE PAY PERIOD May 1, 1945 TO May 15, 1945		INCLUSIVE	DATE OF THIS REQUEST May 12, 1945
I urgently need the money and would like to be paid as soon after the end of the current pay period as possible.			
<div style="text-align: right;">  SIGNATURE OF EMPLOYEE </div>			
To Pay Roll Office: I certify that the above named employee is in immediate need of the amount due him for services rendered during the pay period indicated above. I approve payment to him of this amount as soon after the end of that period as possible.			
<div style="text-align: right;">  SIGNATURE OF AUTHORIZED OFFICIAL </div>			

FORM NUMBER: AD-504

ACTUAL SIZE: 5" x 8"

TITLE: "New Appointee's Request
for Special Pay Roll"

PRINTED: 1 Side

PREPARATION: Original only. In Washington, prepared by Administrative Officer; signed by Administrative Officer and employee. In all other offices, prepared by Recording Officer; signed by Recording Officer and employee.

DISTRIBUTION: Sent to the appropriate Fiscal Office.

PROCEDURE COVERING USE: 530.1 for Washington; 530.2 for all other OMS offices.

FORM OMS-425

UNITED STATES DEPARTMENT OF AGRICULTURE

License No. _____ This license expires _____

_____ whose signature appears on the reverse, is licensed under the regulations issued pursuant to the Act making appropriations for the United States Department of Agriculture to inspect and certify the class, quality, and condition of _____

Countersigned: _____

Title _____

Bureau _____

Date _____

Lincoln P. Underwood
Secretary of Agriculture.

FORM OMS-425 8-2-45

F
R
O
N
T

(Signature of Licensee)

If this license is revoked or if service is discontinued prior to the expiration date, this card must be returned immediately to the Federal supervisor.

B
A
C
K

FORM NUMBER: OMS-425

ACTUAL SIZE: 2½" x 4"

TITLE: LICENSE CARD

PRINTED: Both sides

PREPARATION: By Grain Products Branch

DISTRIBUTION: To Licensees (other than employees of the Department of Agriculture) authorized to inspect and certify the class, quality, and condition of commodities.

DISTRIBUTION: A

8-2-45

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STAFF COUNCIL

1965

1966

1967

1968

1969

1970

1971

1972

1973

1974

1975

1976

1977

1978

1979

1980

1981

1982

1983

1984

1985

UNITED STATES DEPARTMENT OF AGRICULTURE

License No. _____ This license expires _____

_____ whose signature appears on the reverse, is licensed under the regulations issued pursuant to the Act making appropriations for the United States Department of Agriculture to perform the service indicated on the back of this card.

Countersigned:

Title _____

Bureau _____

Specimen
Clinton Anderson
Secretary of Agriculture.

Date _____

FORM OMS-426 8-5-44

F
R
O
N
T

(Signature of Licensee)

The above licensee is authorized to:

Specimen

If this license is revoked or if services are discontinued prior to the expiration date, this card must be returned immediately to the Federal supervisor.

B
A
C
K

FORM NUMBER: OMS-426

ACTUAL SIZE: 2½" x 4"

TITLE: LICENSE CARD

PRINTED: Both Sides

PREPARATION: By Grain Products Branch and Dairy and Poultry Branch

DISTRIBUTION: To Licensees (other than employees of the Department of Agriculture) authorized to perform the service indicated on the back of the card.

DISTRIBUTION: A
8-2-45

UNITED STATES DEPARTMENT OF AGRICULTURE

License No._____. This license expires_____

_____ whose signature appears on the reverse, is licensed under the regulations issued pursuant to the Act making appropriations for the United States Department of Agriculture to perform the service indicated on the back of this card.

Countersigned:

Title DA

Bureau 10

Date _____

Secretary of Agriculture.

FORM OMS-426 6-5-48

FRONT

(Signature of Licensee)

The above licensee is authorized to:

Specimen

If this license is revoked or if services are discontinued prior to the expiration date, this card must be returned immediately to the Federal supervisor.

BACK

FORM NUMBER: OMS-426

ACTUAL SIZE: 2½" x 4"

TITLE: LICENSE CARD

PRINTED: Both Sides

PREPARATION: By Grain Products Branch and Dairy and Poultry Branch

DISTRIBUTION: To Licensees (other than employees of the Department of Agriculture) authorized to perform the service indicated on the back of the card.

DISTRIBUTION: A
8-2-45

UNITED STATES DEPARTMENT OF AGRICULTURE

No. _____ This card expires _____

_____ whose signature appears on the back of this card, is an employee of the U. S. Department of Agriculture, authorized to investigate and certify to shippers and other interested parties the class, quality and condition of _____ under the regulations issued pursuant to the Act making appropriations for the U. S. Department of Agriculture.

Countersigned: _____

_____ *Clinton Anderson*
Secretary of Agriculture.

Title _____ Date _____

Bureau _____

FORM OMS-427 8-8-45

F
R
O
N
T

(Signature)

If separation from the service occurs prior to the expiration date, this card must be returned immediately to the countersigning official.

Specimen

B
A
C
K

FORM NUMBER: OMS-427

ACTUAL SIZE: 2½" x 4"

TITLE: IDENTIFICATION CARD PRINTED: Both Sides

PREPARATION: By Fruit and Vegetable, Grain Products, Dairy and Poultry, and Livestock and Meats Branches.

DISTRIBUTION: To employees of the Department of Agriculture authorized to investigate and certify the class, quality, and condition of commodities.

DISTRIBUTION: A
8-2-45

